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Environmental Restoration Project Desk Instruction

for:

Gaining Electronic Access to the FIMAD GIS Resources

Los Alamos

NATIONAL LABORATORY

Los Alamos, New Mexico 87545

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NOTE: Environmental Restoration (ER) Project personnel may produce paper copies of this document printed from the controlled-document electronic file located at <http://erinternal.lanl.gov/documents/Procedures/dis.htm>. However, it is their responsibility to ensure that they are trained to and utilizing the current version of this document. The Quality Program Project Leader may be contacted if text is unclear.

1.0 PURPOSE

This desk instruction (DI) states the responsibilities and describes the process for authenticating ER Project personnel for electronic access to the Facility for Information Management, Analysis and Display (FIMAD) Geographic Information Systems (GIS) resources for the Los Alamos National Laboratory (Laboratory) site.

Note: The ER Project will not permit non-Project personnel access to electronic data or information with a network or on-line connection to the FIMAD unless an exceptional circumstance or need exists. Access to ER Project electronically stored data in the FIMAD by non-Project personnel is addressed in the ER Project Directive E/ER:99-323, dated 02 November 1999, which is available on the ER Project world wide web homepage at <http://erinternal.lanl.gov/documents/Procedures/pds.htm>.

2.0 DEFINITIONS

- 2.1 *Authorizing individual*—An appropriate Project Management Team (PMT) member, project team leader, or other authorized individual who is responsible for the tasks performed by the requesting individual.
- 2.2 *Geographic Information Systems (GIS)*—An organized collection of computer hardware, software, networks, and technical expertise designed to efficiently capture, store, update, manipulate, query, retrieve, analyze, and display all forms of spatially referenced electronic information, including analytical data. This resource is used by the ER Project to evaluate associations among geographic phenomena and environmental issues, integrate data sets for modeling, conduct decision support analyses, and perform mathematical and statistical operations for risk analysis and site suitability.

3.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 4.0 of this procedure:

- 3.1 ER Project personnel
- 3.2 Authorizing individual
- 3.3 GIS Task Leader

4.0 PROCEDURE

- 4.1 **ER Project personnel** who perform project-directed tasks initiate the process to gain access to the FIMAD. This process is initiated by forwarding an e-mail message or memorandum that requests access to FIMAD GIS resources to an authorizing individual within their focus-area organization.

Note: ER Project personnel who are granted an access account to FIMAD GIS resources may elect to have access to one or more of the facility's component systems, which include the UNIX operating system, the Windows NT operating system, and the Oracle relational database management system. The preferred options should be specified in this memorandum or e-mail message.

Note: Authorizing individuals are listed in Attachment A of this DI.

- 4.2 The **authorizing individual** forwards the e-mail message or memorandum with the following information to the GIS Task Leader (H. Plannerer, Mail Stop M992; e-mail:plannerer@lanl.gov):

- the user's name;
- the user's Z-number (if not applicable, provide user's employer);
- the ER Project program code (an alphanumeric with 4 characters); and
- the authorizing individual's name.

Note: Authentication of a large number of users can be initiated by an authorizing individual. This method may be of benefit to authorizing individuals at the beginning of the fiscal year. The authorizing individual would provide the information identified above, for each access account holder, in a single communication to the GIS Task Leader.

4.3 The **GIS Task Leader** will authenticate an applicant's access eligibility. The information required to authenticate ER Project personnel for access to FIMAD is:

- approval from an authorizing individual;
- an ER Project unique program code (to be compared with a list of program codes supplied by the ER Project Budget Office); and
- the requesting individual's Z-number (in order to link the individual with information retained in the Laboratory's Employee Information System).

Note: Evaluation of user access is required upon initial request for a FIMAD account and at the beginning of each fiscal year (October 1st).

4.4 The **GIS Task Leader** will provide authenticated applicants with FIMAD accounts.

4.5 The **GIS Task Leader** will notify the newly authenticated user of his or her new account and how to access it properly.

4.6 The **GIS Task Leader** will maintain a current list of authenticated ER Project users with access to the FIMAD, their Z-numbers, program codes, and the authorizing individual's name. This list will be used for

- FIMAD records management and
- trend and/or budget analysis of the user base.

Once each fiscal year, preferably in December or January, a copy of the list will be forwarded to each PMT member.

5.0 RECORDS

No records are generated as a result of this DI.

6.0 TRAINING

All users of this DI are trained by self-study; documentation of training is not necessary.

7.0 ATTACHMENTS

The document user may employ documentation formats different from those attached to/named in this procedure—as long as the substituted formats in use provide, as a minimum, the information required in the official forms developed by the procedure.

Attachment A: Authorizing Individuals (1 page)

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Authorizing Individuals

ER Project Office

Julie Canepa Brad Martin

Analysis And Assessments Focus Area

Alison Dorries
Diana Hollis
Cathy Smith
Lars Sohlt

Material Disposal Areas Focus Area

John Hopkins
P Dwain Farley
Diana Hollis
Jayne Jones

Canyons Sediment Investigations Focus Area

Allyn Pratt
Danny Katzmann
Steve Reneau

Regulatory Compliance Focus Area

David McInroy
Michelle Kirsch
Paul Schumann

Decontamination and Decommissioning

Miguel Salazar

Remedial Actions Focus Area

Warren Neff
Ken Bostick
Don Hickmott
Gabriel Lopez Escobedo
John McCann
Terry Rust

Groundwater Investigations Focus Area

Deborah Daymon
Dave Broxton
Bill Hardesty

Information Management Focus Area

Stephen Bolivar
Harry Plannerer
J Mike Ray

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Environmental Restoration Project